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Fall 2019

ENG 352-469: Technical Writing

Meghan Owens

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Technical Writing—ENG 352:469
Fall 2019

Location: Online
Time: Any

Instructor: Meghan Owens
Office Hours: By Appointment
Email: mowens@njit.edu

Our Course:

Course instruction focuses on learning effective organization of material, improving proofreading skills and using appropriate tone and format of business communication.

Learning Goals and Objectives:

This course will provide you with a series of skills that will be critical in future academic and professional endeavors. You will:

- Develop a proficient technical writing style.
- Achieve clarity, accuracy, comprehensiveness, conciseness, accessibility, and correctness.
- Accurately assess audience, purpose and strategy.
- Understand and use the writing process and the rhetorical modes of definition, comparison, description, and process analysis.
- Examine and use appropriate style when preparing: correspondence, formal reports, memos, proposals, progress reports, and technical articles.
- Learn professional features of MS Word

Our Textbook:

The Essentials of Technical Communication by Elizabeth Tebeaux & Sam Dragga (any edition is fine)

Grading:

Grades will be evaluated according to the university's grading scale:

A = 100-90	B+ = 89-87	B = 86-80	C+ = 79-77	C = 76-70	D = 69-60	F = 59-0
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Grades will be calculated as follows:

PARTICIPATION: 20%

This includes your weekly participation in the Canvas discussion boards.

INFORMAL WRITING: 20%

This will include shorter, weekly assignments. Assignments in this category will be labeled as such on Canvas.

FIORMAL, EVALUATED WRITING: 60%

This will include long term and revised work and more involved assignments. Assignments in this category will be labeled as such on Canvas.

The Writing Center at NJIT:

The Writing Center (G17 Central King) is available for 45-minute individual and group appointments with professional writing tutors both onsite and online. This resource is intended to help you improve your communication and writing skills. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. To make an appointment, please visit <https://njit.mywconline.com>

NJIT University Code on Academic Integrity:

The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity. The NJIT Code of Academic Integrity embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community. All assignments submitted shall be considered “graded work” and all aspects of your coursework are covered by the Code on Academic Integrity. All Projects and homework assignments are to be completed individually unless otherwise specified. Suspected violations of this code will be reported directly to the Dean of Students for adjudication. The full text of the NJIT University Code on Academic Integrity can be found at: www.njit.edu/education/pdf/academic-integrity-code-pdf

Special Needs:

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please let me know as early in the semester as possible in order to discuss the necessary accommodations, and/or contact Student Disability Services at 973-596-3420.

Course Procedures: Because this is an online course revolving around writing, it will heavily rely on the writing process—write, revise, get feedback, rewrite—so make sure that you are completing and submitting all assignments on time. Make sure that you are keeping all drafts of assignments throughout the semester. When you are rewriting something, copy and paste the old draft into a new Doc and revise from there. You will have to submit a Portfolio at the end of the term with all previous assignments (and drafts). However, *do not* think that you can simply turn in all assignments in at the end of the semester and pass the course. Assignment submissions will be closed after they are due, and you will need to email me and have a discussion about why the assignment was not turned in on time. Adjustments can be made on an individual basis, but nothing can be done unless you *reach out to me*.

Class Structure: Unless otherwise indicated, all assignments are due at 11:59pm on Sunday nights.

- You are expected to read the book chapters each week and post (one original post and one comment, both due at 11:59am Sundays) in a weekly discussion board on Canvas about the ideas and procedures covered in each chapter. *You must*

participate in 10 discussions in order to get full points in your participation grade. Sometimes you will be asked specific questions, other times you will be asked to simply respond.

- Some assignments will be short, single draft pieces.
- Certain assignments will require multiple drafts. We will be using Canvas discussion boards (separate from the weekly discussions) to Workshop these assignments. You will be required to comment on and critique two posts (two separate classmates) for each workshop.
- Rubrics for assignments will be posted when applicable.

Tentative Schedule:

Week 1 (9/3-9/8):

Read Chapter 1: Characteristics of Writing at Work
Assignment on Canvas

Week 2 (9/9-9/15):

Chapter 2: Writing for your Readers
Assignment on Canvas

Week 3 (9/16-9/22):

Chapter 3: Writing Ethically
Assignment on Canvas

Week 4 (9/23-9/29):

Chapter 4: Achieving a Readable Style
Assignment on Canvas

Week 5 (10/30--10/6):

Chapter 5: Designing Documents & Chapter 6: Designing Illustrations
Assignment on Canvas

Week 6 (10/7-10/13):

Chapter 7: Emails, Texts, Memos, and Letters
Assignment on Canvas

Week 7 (10/14-10/20):

Chapter 10: Instructions, Procedures, and Policies
Assignment on Canvas

Week 8 (10/21-10/27):

Chapter 8: Technical Reports
Assignment on Canvas

Week 9 (10/28-11/3):

Chapter 9: **Proposals** and Progress Reports
Proposal Assignments on Canvas

Week 10 (11/4-11/10):

Chapter 9: **Proposals** and Progress Reports
Proposal Assignments on Canvas

Week 11 (11/11-11/17):

Chapter 9: Proposals and **Progress Reports**
Progress Report Assignment on Canvas

Week 12 (11/18-11/24):

Chapter 11: Oral Reports
Assignment on Canvas

Week 13 (11/25-12/1):

Chapter 9: **Proposals** and Progress Reports
Final Proposal due on Canvas

Week 14 (12/2-12/8):

Chapter 12: Resumes and Job Applications
Assignments on Canvas